



## Announcement for Consultancy

### Consultant for the NDC Partnership on Membership Systems Means of Implementation Division Capacity-building Subdivision (NDC Partnership Support Unit)

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 July 2021 23:59 hrs CET	21/CON08/MOI	As soon as possible	One year	TBD

Publication date: 16 July 2021

**The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the historic Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

**The Means of Implementation (MOI) Division** supports the mobilization of financial resources, international cooperation on technology development and transfer and capacity building to enable enhanced action by Parties related to climate change.

### **Background**

**The NDC Partnership** is a global coalition of countries and institutions collaborating to drive transformational climate action through sustainable development. Our member countries engage through their ministries of finance or planning as well as environment, to ensure that climate action is integrated into development priorities. Over 120 partners mobilize technical assistance and financing support through shared, government-owned plans to drive mitigation, adaptation and economic recovery action in line with the country's sustainable development goals.

Following an invitation by the government of Germany, the secretariat has signed a Memorandum of Understanding (MOU) with the World Resources Institute (WRI) to cooperate in the establishment of a Support Unit (SU) for the NDC Partnership, including supporting staff availability for the work of the SU. The SU has been charged with providing support to the different activities of the NDC Partnership, including Knowledge Management, meetings of the Steering Committee, and the implementation of the Country Engagement model.

### **Purpose**

The NDC Partnership supports NDC enhancement and implementation by enabling its many members to respond to country needs in a rapid and coordinated way. To reinforce its capacity to do so, the Partnership is establishing a new funding mechanism, the NDC Partnership Action Fund (PAF).

Through the PAF, the best available technical expertise and capacities from NDC Partnership members will be matched and funded to address gaps in developing country members' NDC enhancement and implementation needs. The PAF will complement the existing support offerings of NDC Partnership members.



### **What will you be doing**

Provide essential coordination and strategic assistance to the Partnership's member countries in requesting and accessing support of the PAF. The consultant will work under the guidance and direct supervision of the UNFCCC secretariat and the NDC Partnership Support Unit's Director of Country Engagement and the Head of the Climate Action Enhancement Package to carry out the following tasks:

- Support the Country Engagement team to ensure country requests are detailed and clear when they are submitted to the NDC Partnership, including providing guidance on templates content and providing peer review and recommendations to strengthen clarity of requests;
- Manage the collection and review of country requests to determine their eligibility for PAF funding;
- Support the hiring of in-country facilitators, including development of TORs, advertising, participation in procurement committees, and liaising with the operations team for hiring;
- Manage relationships with NDC Partnership members, including outreach, to coordinate organizational assessments that enable their eligibility for PAF funding, including collection of relevant documents and answering clarifying questions;
- Support the development of quarterly Call for Proposals, including screening of country requests to determine their eligibility to be included, and coordination with governments to prioritize requests where relevant;
- Lead outreach efforts to ensure Implementing Partners are notified of Calls for Proposals and informed on how to respond, including developing outreach campaigns and materials, and hosting webinars;
- Coordinate the establishment of and participate in Evaluation Committees to review proposals received against established screening criteria;
- Organize and lead the coordination calls with Partnership's implementing partners and member countries requesting support ensuring all queries and follow-ups are responded to;
- Serve as key point of contact with the Partnership's implementing partners in finalizing scopes of work and budgets for the work they will deliver through the PAF;
- Conduct ongoing review of deliverables, programmatic monitoring, and evaluation of implementing partners, together with the NDC Partnership Country Engagement team;
- Develop concept notes (including rationale and specific criteria) on potential thematic calls, as appropriate, for the Partnership's Management Team and Steering Committee review;
- Provide strategic guidance on how best to reflect relevant support in the NDC Partnership's knowledge management system (Knook);
- Lead the preparation and dissemination of regular and ad hoc reporting on PAF performance, to ensure funders have access to accurate and relevant information; and



- Other duties may be assigned as the evolving nature of the PAF management.

The incumbent will work closely with the NDC Partnership team based in Washington DC and is expected to adhere to East Coast working hours.

## Outputs

Output	Date	Performance indicators
<p>Monthly Report of the activities detailing progress regarding the support given to the management of the Partnership Action Fund (PAF), including:</p> <p>Ensuring country requests are detailed and clear when they are submitted to the NDC Partnership, as well as supporting the eligibility of countries proposals for PAF funding.</p> <p>Supporting the hiring of in-country facilitators in coordination with the Partnership operations team.</p> <p>Manage relationships with the NDC Partnership members including: quarterly Call for Proposals, screening of country requests, and coordination with governments and Implementing Partners.</p> <p>Coordination of the review of country deliverables, programmatic monitoring, and evaluation of implementing partners.</p> <p>Developing thematic calls, webinars and coordination calls as needed.</p> <p>Providing strategic guidance on how best to reflect relevant support in the NDC Partnership's knowledge management system (Knook).</p> <p>Leading the preparation and dissemination of regular and ad hoc reporting on PAF performance.</p> <p>And any other activity requested by the Director of Country Engagement and the Head of the CAEP.</p>	<p>First report due at the end of each month and thereafter monthly until the end of the contract</p>	<p>Quality of output, timeliness.</p>



### **Timeframe**

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Expected date for entry on duty: As soon as possible for a period of one-year on a full-time basis. Payment is to be made on a monthly basis following submission and clearance of the monthly report.

### **Duty station and places of travel**

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Duty station: To be determined. The incumbent will work closely with the NDC Partnership team based in Washington D.C. and is expected to adhere to East Coast working hours.

Travel during assignment may be required and will be arranged for separately.

### **What we are looking for**

#### **Educational Background**

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Required:

- Advanced university degree (Master's degree or equivalent) in administration, finance, international relations, international development or a related field. A Bachelor's degree with 2 years of additional relevant work experience will be acceptable.

#### **Experience and Job-related skills**

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Required:

- At least 5 years of relevant, full time experience in grant management in the field of international development

Assets:

- Good knowledge of international climate policy and of national climate policy making.
- Strong project management skills.
- Strong interpersonal skills and the ability to work and communicate with teams from different countries.
- Capacity to work well under pressure and successfully manage multiple deadlines and competing demands.

#### **Language skills**

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Required: Candidates must be fluent in English (oral and written).

### **How to apply:**

Candidates, whose qualifications and experience match what we are looking for, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

### **Please note:**



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1. UNFCCC is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply to become part of the organization.
2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.

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